

HAYES COUNTY

Job Description

POSITION TITLE: Assistant to the County Clerk and Deputy

REPORTS TO: Hayes County Clerk

PURPOSE OF POSITION: Assist Clerk & Deputy in regards to performance of the following duties.

Office Functions and Duties

- County payroll & claims. Maintain bank accounts & auditor information
- Secretary to the Board of Commissioners and Board of Equalization
- File Register of Deeds documents.
- Carry out District Court responsibilities. Maintain court bank account & auditor information
- Follow election law and prepare for elections.
- Assessment of real & personal property.
- Homestead applications
- Complete required reports and filings for all offices.
- Perform and assist in other duties and responsibilities as directed or as the situation dictates.

Knowledge and Abilities

- Ability to work with the public
- Knowledge of office methods; ability to operate office machines
- Knowledge of computers and office software.
- General math abilities.
- Ability to read and understand maps.
- Ability to maintain confidentiality
- Attention to detail

- Ability to follow directions

Physical Demands and Typical Working Conditions

- Normal office hazards are encountered, i.e., prolonged sitting and stooping, lifting of record/range books
- Outside work during various weather conditions may be required in order to keep real and personal property assessment current

Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the supervisor; must work such regularly-scheduled hours as are determined by the supervisor
- Must follow office policy relating to personal use of cell phones and internet
- Perform duties as required or assigned
- Must follow performance & conduct rules of Employee Handbook
- Travel may be required

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.